

LATERAL TRANSFER

Instrument Technician, Air Quality to Air Pollution Specialist

Noted below is a clarification of the State Personnel Board (SPB) rules that govern transfer between classes, with specific application to lateral transfer from the classification of Instrument Technician, Air Quality (I.T.) to the classification of Air Pollution Specialist (APS).

SPB Transfer Rules:

A transfer is the movement of an employee from one classification to another. [Under State Personnel Board Rules 430 - 433](#), an employee may lateral transfer if the level of duties, responsibility, and salary of the two classes are substantially the same (less than 10% at the maximum of the ranges) and not in the same promotional pattern. While it is not necessary, with the exception of bargaining unit 10 classifications, that the employee meets the minimum qualifications of the new class, the employee must meet any license, certificate, credential, registration or certificate of proficiency requirement. A transfer may not constitute a promotion and transfer between classes within the same class series is prohibited. A promotion is defined as movement to a class with a salary rate of 10% or higher than the maximum of the class to which the employee obtained a permanent appointment from an eligible list. Transfers are discretionary on the part of management and the State may establish policy to limit transfer to certain classes. When an ARB employee transfers from one division to another, both Division Chiefs must approve the transfer and effective date. Should two Division Chiefs be unable to reach a satisfactory agreement on a transfer, the decision is elevated to the Executive Office for resolution.

Determining Transfer Eligibility:

"Substantially the same salary" means the maximum salary of the highest paying class to which the employee was permanently appointed from an eligible list and the maximum salary of the class to which the employee seeks transfer may be no further apart than two salary steps (10% minus \$1). To determine transfer eligibility from one classification to another, use the State Personnel Board [transfer calculator](#) or use the transfer determination calculation steps detailed below.

1. Multiply the top step of the employee's current class by 1.05;
2. Round off to a whole number;
3. Multiply that number by 1.05;
4. Round off to a whole number;
5. Subtract \$1.

Note: [SPB Rule 433 – Voluntary Transfers Between Classes](#) provides for separate salary ranges within a to be treated as if they were separate classes when a board resolution allows salary ranges other than the lowest range for the class to be used for salary comparison purposes. When computing Instrument Technician, Air Quality and Air Pollution Specialist salaries for the purpose of transfer eligibility, treat each Alternate Range as a separate class.

Transfer calculations have been provided below for transfer between Instrument Technician, Air Quality and Air Pollution Specialist.

- ♦ [Instrument Technician, Range A to Air Pollution Specialist](#)
- ♦ [Instrument Technician, Range B to Air Pollution Specialist](#)
- ♦ [Instrument Technician, Range C to Air Pollution Specialist](#)

Things to Consider when Contemplating Lateral Transfer:

- ♦ Identifying Vacancies

Employees are responsible for locating, applying, and competing for vacant positions for which they are interested. All ARB vacancies are publicized on the State Personnel Board Job Vacancy Database (VPOS). To find a position, the employee must identify a vacant position to which he/she desires transfer and convince the hiring authority that he/she is the best person for that position.

- ♦ Prepare For Competition

It is important for employees to understand that although they may be within transfer range to another classification, they may be competing for the position against other individuals who:

- ♦ have permanent status in the classification;
- ♦ have attained list eligibility via successful competition in the examination for the class;
- ♦ are former state employees seeking to reinstate;

In addition, during budget cuts, vacancies may have to be filled by someone who is about to be laid off or who is on a reemployment list.

- ♦ Education and Other Requirements

Although transfer ability in state civil service is normally based on salary and does not require that the employee meet the minimum qualifications for the classification to which they seek transfer, the employee must still meet any license, certificate, credential, registration, or certificate of proficiency requirements.

- ♦ Training and Development Assignments

A Training and Development (T&D) Assignment is a temporary assignment used primarily for career development, upward mobility and to aid in employee placement. T&D's are designed to broaden an employee's experience by providing opportunities to develop skills and to improve advancement potential. T&D's may also be used to prepare an employee for a different type of assignment or new career field. Experience gained while serving on a T&D is considered qualifying experience for promotional examinations.

While on a T&D, the employee remains in his/her current classification and retains his/her salary, benefits and anniversary date while performing in a training capacity the duties of the T&D classification. Typically, T&D assignments are to a class to which the employee could transfer. T&D's typically can be no longer than 24-months in duration (up to 36 months for consecutive T&D Assignments with SPB approval) and cannot be to a class in the same class series as the employee's current class. The intent is for the employee to meet the minimum qualifications of the T&D classification by the end of the T&D assignment.



Class Movement Salary Calculation
Instrument Technician, Range A to Air Pollution Specialist

From Class:	Instrument Technician, Air Quality	
	Range A	\$2,903 - \$3,527

To Class:	Air Pollution Specialist	
	Range A	\$2,985 - \$3,456
	Range B	\$3,574 - \$4,344
	Range C	\$4,424 - \$5,374

Transferability Calculation:

$$\begin{aligned} \$3,527 \times 1.05 &= \$3,703 \times 1.05 = \$3,888 - \$1 = \mathbf{\$3,887} \\ &\text{(Range Max)} \end{aligned}$$

To APS, Range A	
From Maximum	\$3,527
To Maximum	\$3,456
Difference	\$-71
Difference/Lower Max.	-0.0205
Range Differential	-2.1%
Applicable Reg.	599.674(c)
Retain Salary	\$3,456
I.T., Range A to APS, Range A is within lateral transfer range.	

To APS, Range B	
From Maximum	\$3,527
To Maximum	\$4,344
Difference	\$817
Difference/Lower Max.	0.2316
Range Differential	23.2%
Applicable Reg.	431
Transfer NOT valid – difference between maximum salaries of the two classes is 10% or higher.	

To APS, Range C	
From Maximum	\$3,527
To Maximum	\$5,374
Difference	\$1,847
Difference/Lower Max.	0.5237
Range Differential	52.4%
Applicable Reg.	431
Transfer NOT valid – difference between maximum salaries of the two classes is 10% or higher.	

An Instrument Technician, Range A may lateral transfer to the classification of Air Pollution Specialist, Range A. Such transfer, however, would result in a decrease in monthly salary.

Class Movement Salary Calculation
Instrument Technician, Range B to Air Pollution Specialist

From Class:	Instrument Technician, Air Quality	
	Range B	\$3,327 - \$4,044

To Class:	Air Pollution Specialist	
	Range A	\$2,985 - \$3,456
	Range B	\$3,574 - \$4,344
	Range C	\$4,424 - \$5,374

Transferability Calculation:

$$\$4,044 \times 1.05 = \$4,246 \times 1.05 = \$4,458 - \$1 = \textbf{\$4,457}$$

(Range Max)

To APS, Range A	
From Maximum	\$4,044
To Maximum	\$3,456
Difference	\$-588
Difference/Lower Max.	-0.1701
Range Differential	-17%
Applicable Reg.	599.675
Retain Salary	\$3,456
I.T., Range B to APS, Range A is within lateral transfer range.	

To APS, Range B	
From Maximum	\$4,044
To Maximum	\$4,344
Difference	\$300
Difference/Lower Max.	0.0742
Range Differential	7.4%
Applicable Reg.	599.674(b)
New Salary*	\$4,247
I.T., Range B to APS, Range B is within lateral transfer range.	

To APS, Range C	
From Maximum	\$4,044
To Maximum	\$5,374
Difference	\$1,330
Difference/Lower Max.	0.3289
Range Differential	32.9%
Applicable Reg.	431
Transfer <u>NOT</u> valid – difference between maximum salaries of the two classes is 10% or higher.	

An Instrument Technician, Range B may lateral transfer to the classification of Air Pollution Specialist, Range A or Air Pollution Specialist, Range B. Transfer to Air Pollution Specialist, Range A, however, would result in a decrease in monthly salary.

Class Movement Salary Calculation
Instrument Technician, Range C to Air Pollution Specialist

From Class:	Instrument Technician, Air Quality	
	Range C	\$3,651 - \$4,437

To Class:	Air Pollution Specialist	
	Range A	\$2,985 - \$3,456
	Range B	\$3,574 - \$4,344
	Range C	\$4,424 - \$5,374

Transferability Calculation:

$$\$4,437 \times 1.05 = \$4,659 \times 1.05 = \$4,892 - \$1 = \textbf{\$4,891}$$

(Range Max)

To APS, Range A	
From Maximum	\$4,437
To Maximum	\$3,456
Difference	\$-981
Difference/Lower Max.	-0.2839
Range Differential	-28.4%
Applicable Reg.	599.675
Retain Salary	\$3,456
I.T., Range C to APS Range A is within lateral transfer range.	

To APS, Range B	
From Maximum	\$4,437
To Maximum	\$4,344
Difference	\$-93
Difference/Lower Max.	-0.0214
Range Differential	-2.1%
Applicable Reg.	599.674(c)
Retain Salary	\$4,344
I.T., Range C to APS Range B is within lateral transfer range.	

To APS, Range C	
From Maximum	\$4,437
To Maximum	\$5,374
Difference	\$937
Difference/Lower Max.	0.2112
Range Differential	21.1%
Applicable Reg.	431
Transfer <u>NOT</u> valid – difference between maximum salaries more than 10%.	

An Instrument Technician, Range C may lateral transfer to the classification of Air Pollution Specialist, Range A or Air Pollution Specialist, Range B. Transfer to either Air Pollution Specialist, Range A or Range B would result in a decrease in monthly pay.